

Banana Shire Council

Applicant Information Package

About the Banana Shire Council – “*The Shire of Opportunity*”

Location

Main Administration Office:

62 Valentine Plains Road, Biloela, Queensland

Central Works Depot:

Auburn Street, Biloela, Queensland

Stores/Workshop:

Dunn Street, Biloela, Queensland

Geography

Banana Shire is situated in Central Queensland, approximately 120km west of Gladstone and 150km southwest of Rockhampton. It has road links to both of these cities and is serviced by the Leichhardt, Dawson and Burnett Highways. Direct flights to the Shire from Brisbane arrive at the Thangool Aerodrome, 11km south of Biloela.

Population

The Banana Shire is sparsely populated, with its population of approximately 14,947 people spread over 28,577 square kilometres.

The main population centre is the town of Biloela, with Moura, Theodore and Taroom being other significant urban centres in the Shire. Banana, Baralaba, Dululu, Goovigen, Jambin,

Thangool, Wowan and Cracow comprise the remaining towns of the Shire.

Vision

Our vision is “To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities”

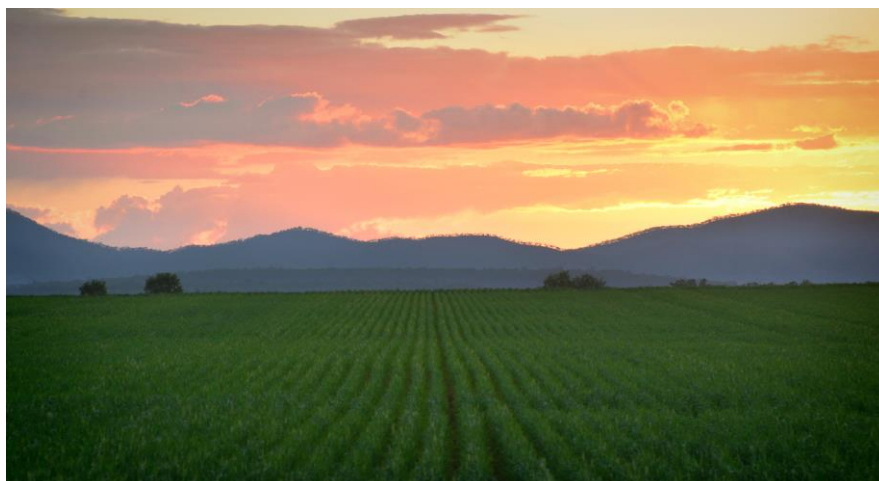
Our Mission Statement

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

Values

Our values as identified in our Corporate Plan are:

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development



COUNCIL STRUCTURE AND LEADERSHIP GROUP



Residents of the Banana Shire

COUNCIL

**Chief Executive Officer
RAY GERAGHTY**

Executive Services
Sister Cities
Media / PR
Major Projects



**Governance & Risk
Human Resources
Learning & Development
Work Health & Safety**

**Director Corporate &
Community Services
THOMAS UPTON**

**Director
Council Services
JOHN MCDOUGALL**

**Director Infrastructure
Services
VACANT**



Financial Services
Financial Management
Purchasing / Stores
Rates
Asset Management
Community Services
Community Development
Community
Engagement/Consultation
Libraries
Community Resource Centre
Civic Centre & Halls
Arts / Culture
Tourism/Promotion
HACC
Administration
Customer Service
Records Management
Information Technology
GIS
Land Tenure/Leases
Fleet
Airports

Development
Economic Development
Land Development
Planning
Building Certification
Plumbing Certification
Built Environment
Environment / Health
Land Protection
Animal Control
Cemeteries / Funerals
Wash Down Facilities
Clearance Dip (Taroom)
Saleyards
Compliance/Enforcement
Public Pools
Water Services
Water
Sewerage
Waste Management
Trade Waste
Solid Waste

Technical Services
Design
Survey
Quality Assurance
Operational Works
Street Lighting
Works
Roads/Streets
Drainage
Parks
Recreation
Reserves
Contract/Private Works
Quarries
Public Conveniences
Disaster Management

How to apply for positions

Applying for a Position

The objective of Council's Recruitment and Selection Process is to select the best person for the job by matching applications to the criteria requirements of the position advertised and organisational needs. The following information will provide you with assistance with your application.

Our selection process is based on assessment of merit through the use of selection criteria, which is how well your skills, knowledge and experience meet the requirements of the position.

Equal Employment Opportunity (EEO)

Banana Shire Council is an equal employment opportunity employer. It is Council policy to provide equal opportunity for all people, regardless of age, sex, race, marital status, physical and mental impairment, sexual preference, political belief or religious belief. A commitment to EEO means that employee selection and promotion must be accurate, fair, accountable, systematic and based solely on merit.

Your Application

Your application is your first contact with the Selection Panel and will determine whether or not you gain an interview.

The Position Description outlines the main duties and responsibilities of the position and includes the selection criteria which need to be addressed in your application. In your application you must clearly demonstrate to the Selection Panel how your attitude, experience, skills, knowledge and qualifications meet the specific requirements of the advertised position. A copy of the Position Description is included in the Job Application Package for each position. Prior to preparing your application, ensure that you take the time to read the position description thoroughly and assess your skills and qualifications against those detailed in the position description.

Please note: it is vital that you proofread all documentation prior to submitting your application to ensure all spelling, punctuation and grammar is correct.

What to include in your application

Your application must include the following:

Application Form – An Application Form must be completed and submitted with each application. It is not necessary to return the entire Job Application Package just the completed Application Form.

Statements Addressing the Selection Criteria

Candidates must respond to the selection criteria either in a separate document or, if requested, in the areas indicated in the Job Application Package. Some guidelines for addressing selection criteria include:

- Address each criterion separately (you may like to use the selection criteria themselves for headings);
- Some responses may require more than half a page per selection criterion;
- Outline how your work experience, skills, knowledge and qualifications meet the requirements of the position; and
- Provide evidence e.g. copies of qualifications.

You may like to utilise the **STAR model** to address the Selection Criteria being:

Situation – Briefly explain the context e.g. where you were working/what your position was.

Task – Explain what task you were required to perform in this situation.

Action – Describe what you did and the steps you took in performing the task.

Result – Describe the outcomes and what happened as a result.

To assist you in addressing the Selection Criteria an overview of some of the language utilised is as follows:

Demonstrated Ability – requires you to provide an example of when you have actually undertaken the activity or used the skill in a work/professional situation.

Knowledge of/the ability to rapidly acquire the knowledge of – requires you to either demonstrate that you have the knowledge or you can provide an example of previous situations in which you have rapidly acquired knowledge and understanding.

Sound / High Level of Knowledge – signifies the level of knowledge required. A high level indicates a more advanced level of knowledge is required.

Short listing (or selection for interviews) is based on your responses to the selection criteria. As an applicant, it is your responsibility to demonstrate how well you meet the selection criteria. If your application fails to address the selection criteria, it will not be considered.

Resume or Curriculum Vitae - When preparing your resume you should consider the following points:

Personal Details

Name, address, email address and contact telephone numbers.

Education

Clearly state details of any secondary or tertiary qualifications. Photocopies of any qualifications should be included in your application. If qualifications were obtained overseas, provide as much information as possible to enable equivalence to be assessed. You may also wish to include details of any professional memberships you hold.

Employment History

List all positions held in chronological order, with the latest positions held listed first. Ensure that you indicate dates of employment so the Selection Panel can determine over what period your experience has been gained. Ensure you provide an overview of the key duties and responsibilities of your role. Details of any relevant voluntary work experience should also be included.

Referees

Provide the names and telephone numbers of at least two professional referees. Make sure you get permission from your referees prior to listing them in your application. These people should be able to comment on your skills and abilities to meet the selection criteria and have your prior approval to provide such comment.

Written references **do not** need to be forwarded with your application.

Submitting Your Application

Your application can be:

Sent electronically to
enquiries@banana.qld.gov.au

Posted -

Attention: Ray Geraghty
Chief Executive Officer
Banana Shire Council
PO Box 412
Biloela QLD 4715

Faxed to (07) 4992 3493

Delivered to Banana Shire Council Offices located at:

Biloela : 62 Valentine Plains Road, Biloela.

Moura : 43 - 47 Gillespie Street, Moura.

Taroom : 18 Yaldwyn Street, Taroom.

Applications should be received by close of business on the closing date specified in the advertisement.

Enquiries

Human Resources Section
Telephone: (07) 4992 9500
Email: enquiries@banana.qld.gov.au



Selection Process

In the week following the closing date, all applications received will be acknowledged in writing. Applications will then be screened and the Selection Panel will shortlist those applicants who will be invited to attend an interview.

If you are selected for an interview, you will be contacted by telephone. At the time of contact, please advise of any special needs, such as building access or communication assistance. If you are unsuccessful in progressing to the interview stage you will be notified in writing.

If you are selected for interview, you will be required to bring original evidence of your qualifications with you. You may also want to bring along other documentation that will support claims you have made about your experience and skills, such as copies or reports or examples of your past work.

At the interview, the Selection Panel will have a structured set of questions to ask each applicant. These questions will be relevant to the position and will be based on the selection criteria.

To prepare for the interview, re-read the position description thoroughly and consider

examples of work situations in which you have utilised the skills and abilities contained in the selection criteria. You are welcome to bring notes to the interview for your own reference.

In some cases, an assessment may be given as part of the selection process e.g. literacy and numeracy testing or practical tests such as use of computer software.

A pre-employment medical screening may be undertaken to ascertain a prospective employee's ability to undertake the inherent physical requirements of a position.

Drug and alcohol testing may also be undertaken as a part of the recruitment process.

If you are the preferred candidate, your referees will then be contacted.

The position is offered to the successful applicant as soon as possible after all selection methods are completed. Contact with the Human Resources Section may be made to check on the progress of the selection process.

Unsuccessful applicants who have been interviewed will receive both telephone and written notification including being offered feedback on their application and interview.

Eligibility to work in Australia

All applicants who progress to interview stage are required to provide Council with proof of eligibility to work in Australia:

- An Australian or New Zealand passport/birth certificate/citizenship
- A passport/Visa issued by the government of another country

It is your responsibility to ensure that you have a valid visa to remain in Australia at all times.

Council is proud to be an **equal employment opportunity employer**. Women, persons of Aboriginal or Torres Strait Islander descent, non-English speaking persons and persons with a disability are strongly encouraged to apply for positions with Council.

Council provides a **smoke free work environment** in all buildings, machinery, plant and equipment. Designated smoking areas are available.

Council maintains a range of **policies and procedures** that apply to the current work environment. These policies and procedures are subject to change. They do not form part of individual workplace contracts or the enterprise agreements in place at Council.

All full time, part-time, fixed term and maximum term positions with Council are subject to an initial period of **3 months probation**.

Council has a **Performance Appraisal** system in place in which Performance Discussions are undertaken formally with employees twice yearly. Appraisals for all staff are to be carried out by the 31 May and the 30 November by their supervisor.

It is a requirement to join a **Superannuation** Scheme of your choice upon your commencement with Council. The option of contributing 6% of earnings is available for the first twelve (12) months, however membership contributions are compulsory after this period of employment with Council. Once an employee commences 6% contributions, Council then contributes 12% to the superannuation fund. Until this occurs, Council contributes 9.5% superannuation as per government regulations. Superannuation contributions differ slightly for casual employees. LGIAsuper is Council's default provider, should you not nominate a fund of your own choosing.

For certain positions, a **Police Check** may be required to be undertaken, this will be at Council's expense.

Applicants for positions in a child related area of work will be required to undergo a Working

with Children Check and be eligible for **blue card** issued by the Commission for Children and Young People and Child Guardian.

Council currently operates a **9 day fortnight** for full time roles. This may change based on Council's operating requirements. Some designated positions may be required to work different work cycles, which may be negotiated with the employee.

Enterprise Bargaining Agreement

Council currently operates a single Enterprise Agreement which covers employees under the relevant Award/s. While Council fully supports collective bargaining, Council also acknowledges that Common Law Contracts may be suitable for certain positions that require a greater degree of flexibility.

Workplace Health and Safety

Council operates a workplace health and safety management system designed to promote a safety culture that prevents injuries in the workplace. Training regarding workplace health and safety is provided to all employees. All employees of Council are required to report unsafe practices as soon as possible and work in a safe manner. A number of policies exist that regulate workplace health and safety at work. All employees are required to attend training and apply policies and procedures in the workplace.

Benefits of Working with Council

- Job security and above average salary levels
- Very generous superannuation scheme
- Salary sacrifice arrangements
- Learning and Development opportunities
- Motivated employees and management team
- Modern working environment
- Welcoming community
- Rental & relocation assistance for identified position